

Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: HEALTHY HEART CASE MANAGER
Department: Health
Reports to: Community Health/Diabetes Manager / Health Director
Status: Exempt
Salary: \$36,121 - \$48,870
Level: 5
Terms: Full time – 40 hours per week
Opens: April 16, 2014
Closes: May 7, 2014

SUMMARY

The Healthy Heart case manager provides case management services to participants of the healthy heart program. This includes but is not limited to: health coaching, facilitating behavior change, clinical disease management, and managing rewards systems. This is a collaborative process of assessment, planning, facilitation, care coordination, evaluation and advocacy to meet the health and needs of the healthy heart client and their family. A major component of this position is assuring that all attempts are made to reduce cardiovascular risks through a combination of intensive case management, disease management and diabetes self-management education. Candidate will also identify, screen, recruit and enroll eligible clients into the healthy heart program. The case manager will be expected to build a therapeutic relationship with clients, responsible for the day to day operations of the Special Diabetes Program for Indians, (SPDI) Healthy Heart grant, including monitoring, evaluation and reporting of all project activities to ensure that they are carried out in accordance with grant guidelines, policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following, other duties may be assigned. Working under the general direction of the Project Coordinator and collaboratively with the Coordinating center, Indian Health Service, other grantees, other health professionals and community agencies. Candidate will develop and maintain a good working relationship with co-workers, the Coordinating Center, IHS, other grantees, other health professionals and community agencies.

- Clinically assess, identify, coordinate, educate and case manage Healthy Heart clients using a holistic approach to wellness-addressing the physical, mental, emotional and spiritual needs of the client while working cooperatively with Diabetes team, medical and nursing staff and another members of the health department.
- Conducts cardiovascular risk assessments and provides appropriate case management and referrals. Focus will be on the reduction of cardiovascular risk factors while meeting program goals and objectives

- Provides diabetes self-management training and education to individuals or groups on all aspects of diabetes care with special emphasis on CVD risk factors using reliable, science based and culturally relevant education material or curricula for providing comprehensive diabetes self-management education
- The ability to adjust teaching methods for unique individuals, paraprofessionals and professionals
- Documents an educational assessment, topics covered and evaluation of the clients understanding in EHR
- Collaborates with the client, diabetes team to plan and implement a wellness plan
- Uses teaching strategies that use a variety of approaches and methods that incorporate theories and concepts related to adult learning, readiness for change, empowerment and motivational interviewing.
- Identifies and Recruits potential Healthy Heart participants. It also includes administrative activities such as oversight of clerical and programmatic distribution of informational materials, maintaining Healthy Heart client records and the submission of data to the Coordinating Center as required
- Works with the client to develop a wellness plan that is realistic, attainable. Developed plan will meet the specific needs and meet program goals
- Following the IHS best practice guidelines for diabetes the case manager will refer to appropriate discipline to ensure client receives annual exams such as eye exam, foot exam, dental exam, as well as, the appropriate screenings, labs and referrals
- Work with client to identify barriers to wellness and assist client with problem solving to overcome them.
- Plan, coordinate and document all Healthy Heart outreach activities use of project forms, data entry into the EHR/RPMS computer system as well as, the HH excel programs.
- Complete monthly data reports.
- While in office, remain "on call" to meet/talk with potential Healthy Heart participants
- Responsible for timely submission of required data to the Coordinating Center
- Complete monthly quarterly reports
- Responsible for the Healthy Heart Case Management Team meeting grant goals and objectives
- Will be expected to attend all meetings
- Will be responsible for meeting all grant goals and objectives of the Healthy Heart program.
- Healthy Heart client records and the submission of data to the Coordinating Center as required.
- Will manage the healthy heart loan programs.

EDUCATION and/or EXPERIENCE

All applicants should have experience in diabetes care, treatment and education at a community level and meet one of the following: Registered nurse required, bachelor's degree preferred.

Associate's degree in Nursing with a minimum of 10 years' experience in health related field required. Experience working with grants preferred. Nursing practice in a community health setting; or in providing assistance to individuals in health care or social services setting is required. Previous experience working with Native American organizations preferred.

KNOWLEDGE, SKILLS, and ABILITIES

- Ability to independently adjust teaching methods for unique patients and families, paraprofessionals, professionals and special situations.
- Ability to independently perform a clinical assessment, implement nursing care measures and report/document findings.
- Knowledge of clinic policy and procedures including but not limited to quality control measures for blood glucose monitoring equipment, universal precautions, patient education standards and confidentiality issues.
- Ability to communicate effectively, both verbally and in writing with patients, family members, health professionals, paraprofessionals and other staff members.
- Ability to demonstrate computer skills for word processing software, spreadsheet communicating through electronic messaging, obtaining information of the internet and access information from RPMS/EHR.
- Demonstrate an understanding of the culture of the Little Traverse Bay Bands of Odawa Indians and have the ability to integrate this knowledge into the community project activities.
- Must have good organizational, verbal and written skills.
- Working knowledge of community resources related to program.
- Must keep and maintain accurate and confidential records.
- Must be a team-player; able to establish and maintain effective working relations with the general public, other agencies and co-workers.
- Must be able to give and accept constructive criticism related to job or job performance.
- Expected to work with minimum supervision.
- Must be able to travel outside of state, may include flying. Some evenings, weekends, and extended overnight work may be required.
- Must possess a valid driver's license, reliable transportation, and be insurable.

COMMENTS

Indian preference will apply. Individual must be able to pass a criminal background investigation.

